

Requests for National Driver Register (NDR) Record Checks

Who May Obtain an NDR Record Check

Any person may ask to know whether there is an NDR record on him or her and may obtain a copy of the record if one exists. Requests from individuals require Form NDR-PRV.

Employers of drivers and locomotive engineers may also obtain NDR record checks. ***Every driver or operator on whom an NDR file check is requested is entitled to review the NDR report(s) provided to the employer.*** The results of the NDR check will be mailed only to the current or prospective employer. If no employer is named on the form or it is changed, the request will not be processed.

The following authorization applies to Railroad Company Requests

NDR CHECK AUTHORIZATION: The U. S. Department of Transportation, Federal Railroad Administration, in accordance with 49 CFR, Part 240.111, requires that I hereby request and authorize the National Highway Traffic Safety Administration (NHTSA) to perform an NDR check of my driving record for a 36-month period prior to the date of this request **including license withdrawal actions open at time of file check.** I hereby authorize the NDR to furnish a copy of the results of this NDR check directly to the railroad company identified on this inquiry form.

What NDR Records Contain

NDR results for employers will contain only the identification of the state(s) which have reported information on the driver to the NDR and only information reported within the past 3 years from the date of the inquiry. Driver control actions initiated prior to that time, even if still in effect, will not be included.

Detailed information to confirm identity or to describe the contents of the driver record can be obtained only from the State(s) listed when probable matches are reported. The name and address of the driver licensing official will be provided for each state listed.

How to Request an NDR Record Check

Using this form, which may be completed by either the current or prospective employer or the current or prospective employee, (1) the driver must authorize the request by his or her signature or mark as witnessed and (2) the driver must certify his or her identity. Any mailed NDR record check request must be notarized to certify identity.

Requests must be made to the state in which the driver is licensed.